

**Town of Groton Parks & Recreation Department
Payroll Dates – 2011**

Payroll Dates	**Dates Payroll Sheets must be submitted by	Checks Cut
September 18 – October 1, 2011	October 3, 2011	October 6, 2011
October 2 – October 15, 2011	October 17, 2011	October 20, 2011
October 16 – October 29, 2011	October 31, 2011	November 3, 2011
October 30 – November 12, 2011	November 14, 2011	November 17, 2011
November 13 – November 26, 2011	November 28, 2011	December 1, 2011
November 27 – December 10, 2011	December 12, 2011	December 15, 2011
December 11 – December 24, 2011	December 26, 2011	December 29, 2011
December 25 – January 7, 2012	January 9, 2012	January 12, 2012

** Payroll Sheets **must be** at the Recreation Department **no later than 8:30 AM** on these Monday dates unless otherwise noted. There is a locked box on the front of Spicer House, you may leave your time sheets in this box over the weekend. The locked box is checked every morning Monday – Friday or you may fax it to **536-5690 no later than 8:30 AM** on these Monday dates.